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Director and Health Officer

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Acting Chief Deputy

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May 1, 2008

TO: Each Health Deputy

FROM: Jonathan E. Freedman
Acting Chief Deputy

SUBJECT: **REQUEST FOR PROPOSALS FOR PAROLEE SERVICES NETWORKS**

This is to inform you that the Department of Public Health's (DPH) Alcohol and Drug Program Administration (ADPA) is issuing a Request for Proposals (RFP) for the Parolee Services Networks (PSNs). ADPA developed this RFP in conjunction with the California Department of Corrections and Rehabilitation (CDCR) and the California Department of Alcohol and Drug Programs (CADP). This RFP is a re-solicitation of the PSN program.

Background

The PSNs are intended to provide prison parolees with a full array of alcohol and drug-free living centers, outpatient drug-free counseling, and residential alcohol and drug treatment and recovery services to promote long-term sobriety, facilitate successful community re-entry, and reduce criminal recidivism.

Los Angeles County (County) has entered into contracts through ADPA with community-based agencies for the provision of alcohol and drug-free living centers (ADFLC), outpatient drug-free counseling (ODFC), and residential treatment services for female and male parolees for many years. Currently, the County has six programs that provide up to six months of community-based ADFLC, ODFC, and residential treatment and recovery services to parolees.

Objective

The RFP will involve a competitive process to select approximately six community-based agencies to provide PSN services in the County. The objectives of the PSN project are: (1) to provide a continuum of alcohol and drug abuse treatment and recovery services to reduce substance abuse and related criminal activity among parolees; (2) to reintegrate parolees into society and encourage a clean and sober lifestyle; (3) to provide appropriate placement in community treatment and recovery programs to parolees eligible under PSN criteria immediately upon release from custody or during a period of parole supervision, or upon referral by a parole agent.

Eligible parolees shall receive up to six (6) months of treatment and recovery services collectively.

The DPH recommended proposer(s) will be expected to negotiate County agreement(s) effective approximately September 1, 2008 through June 30, 2011. The term of any resulting contract will be effective upon approval by the Board of Supervisors.

Funding

ADPA anticipates that approximately six proposals will be recommended for funding for the thirty-four month contract period. Any remaining proposals judged as acceptable will be placed on an available provider list, and will be notified in future years if additional funding becomes available.

Proposers must provide a continuum of residential, ODFC, and ADFLC services within the six-month time limit per parolee. Based on an annual Fiscal Year funding cycle, the maximum allocation for each treatment service type for each awarded contract is as follows:

Residential	\$155,286
ODFC	\$ 47,328
ADFLC	<u>\$ 19,580</u>
	\$222,194

Residential service providers shall each have a capacity of seven slots per twelve-month fiscal year cycle, ODFC service providers shall each have a capacity of twelve slots per twelve-month fiscal year cycle, and ADFLC service providers shall each have a capacity of three slots per twelve-month fiscal year cycle.

PSN funds must be used to provide direct treatment services within these specified treatment service types.

Additionally, funding will be contingent upon satisfactory demonstration of program effectiveness, compliance with contractual requirements, availability of funds from the State and approval of the program's Project Work Plan.

Funding for the specified contract period will be contingent upon satisfactory demonstration of the provider's progress in accomplishing objectives and activities, compliance with contractual requirements, and approval of funding by the Board of Supervisors.

Eligibility

Proposers must be tax-exempt, public or incorporated private non-profit organizations (registered with the State of California) or agencies of a municipal government. Other government agencies, local educational agencies, institutions of higher education, and for-profit organizations, are not eligible to apply.

Proposers must provide a continuum of residential services, ODFC services, and ADFLC services.

Proposers must have demonstrated expertise and at least four years of experience in providing ODFC and residential alcohol and drug treatment and recovery services for parolees.

Proposers must be certified to provide ODFC services by CADP and have a valid current license from CADP to provide residential services. Proposers must also comply with all applicable laws pertaining to sober living facilities.

Selected proposers must obtain the required certification and/or license from CADP by June 16, 2008, or the proposer will be ineligible to receive a County contract.

All proposers must maintain and conduct business from an office located within the geographical boundaries of Los Angeles County. Proposers must have office sites for ODFC that remain operational at least five days a week during normal business hours. To ensure accessibility to treatment services for employed ODFC participants, it is strongly encouraged that weekend/evening hours be made available. Residential treatment services must be operational seven days a week, twenty-four hours a day. ADFLC must also be operational seven days a week, twenty-four hours a day.

Proposers must ensure that all existing County contracts are in good standing and comply with applicable laws and specific contract requirements. Proposers must be able to begin providing services within thirty days of the contract award.

Notice of Intent

On Thursday, May 8, 2008, we will issue the attached *Notice of Intent* to individuals and agencies on ADPA's proponent mailing list. The proponent's mailing list contains approximately 1,200 agencies and individuals, and is available for review, upon request.

Availability of RFPs

The RFP will be available to the public at ADPA headquarters, beginning Tuesday, May 13, 2008, between the hours of 8:30 a.m. to 5:00 p.m., Pacific Standard Time. The RFP will also be listed on the ADPA Web Site: <http://lapublichealth.org/adpa> as part of the notification process.

Proposer's Conference

A Proposer's Conference will be held to clarify the specifications contained within the RFP at the following date, time, and location:

Date:	Tuesday, May 20, 2008
Time:	10:00 a.m. to 12:00 p.m.
Location:	Alcohol and Drug Program Administration 1000 South Fremont Avenue Building A-7 Auditorium (lower level G) Alhambra, California 91803

Each Health Deputy
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Letter of Intent to Apply

For providers interested in responding to this RFP, a *Letter of Intent to Apply* is strongly encouraged, and should be submitted to ADPA by 4:30 p.m. on Friday, May 23, 2008.

Proposal Due Date

The deadline for submission of proposals is 3:00 p.m. on Tuesday, June 17, 2008.

If you have any questions or require additional information, please let me know.

JEF:tmd

Attachment

c: Jonathan E. Fielding, M.D., M.P.H.
Sheila Shima
Richard Mason
Eva Vera
Paul H.S. Kim



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JONATHAN E. FREEDMAN
Acting Chief Deputy

Alcohol and Drug Program Administration

WAYNE K. SUGITA, M.P.A.

Acting Director

1000 South Fremont Avenue

Building A-9 East, Third Floor

Alhambra, CA 91803

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May 8, 2008



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Fifth District

TO: Interested Persons

FROM: Wayne K. Sugita, Acting Director
Alcohol and Drug Program Administration

SUBJECT: **NOTICE OF INTENT - REQUEST FOR PROPOSALS FOR PAROLEE SERVICES NETWORKS**

This is to inform you that the County of Los Angeles Department of Public Health (DPH), Alcohol and Drug Program Administration (ADPA) is issuing a Request for Proposals (RFP) for the Parolee Services Networks (PSN). ADPA developed this RFP in conjunction with the California Department of Corrections and Rehabilitation (CDCR) and the California Department of Alcohol and Drug Programs (ADP). This RFP is a re-solicitation of the PSN program.

Background

The PSN is intended to provide prison parolees with a full array of alcohol and drug free living centers, outpatient drug-free counseling, and residential alcohol and drug treatment and recovery services to promote long-term sobriety, facilitate successful community re-entry, and reduce criminal recidivism.

The County of Los Angeles (County) has entered into contracts through the DPH ADPA with community-based agencies for the provision of alcohol and drug free living centers (ADFLC), outpatient drug free counseling (ODFC), and residential treatment services for female and male parolees for many years. Currently, the County has six (6) programs that provide up to six (6) months of community-based ADFLC, ODFC, and residential treatment and recovery services to "civil commitments" (i.e., inmates in a specified correctional facility) released on parole from any CDCR institution into the County and to other parolees.

Objective

The RFP will involve a competitive selection process to select approximately six community-based agencies in the County. The objectives of the PSN project are: (1) to provide a continuum of alcohol and drug abuse treatment and recovery services to reduce substance abuse and related criminal activity among parolees; (2) to reintegrate parolees into society and encourage a clean and sober lifestyle; (3) to provide appropriate placement in community treatment and recovery programs to parolees eligible under PSN criteria immediately upon release from custody or during a period of parole supervision, or upon referral by a parole agent.

Interested Persons

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Eligible parolees shall receive up to six (6) months of treatment and recovery services collectively.

The DPH recommended proposer(s) will be expected to negotiate County agreement(s) effective approximately September 1, 2008 through June 30, 2011. The term of any resulting contract will be effective upon approval by the County Board of Supervisors.

Funding

ADPA anticipates that approximately six (6) proposals will be recommended for funding for the thirty-four (34) month contract period. Any remaining proposals judged as acceptable will be placed on an available provider list, and will be notified in future years if additional funding becomes available.

Proposers must provide a continuum of residential, ODFC, and ADFLC services within the six-month time limit per parolee. Based on an annual Fiscal Year funding cycle, the maximum allocation for each treatment service type for each awarded contract is as follows:

Residential	\$155,286
ODFC	\$ 47,328
ADFLC	<u>\$ 19,580</u>
	\$222,194

Residential services shall each have a capacity of seven (7) slots per twelve (12) month fiscal year cycle, ODFC services shall each have a capacity of twelve (12) slots per twelve (12) month fiscal year cycle, and ADFLC services shall each have a capacity of three (3) slots per twelve (12) month fiscal year cycle.

These funds must be used to provide direct treatment services and only within these specified treatment service types.

Additionally, funding will be contingent upon satisfactory demonstration of program effectiveness, compliance with contractual requirements, and availability of funds from the State and upon approval of the program's Project Work Plan.

Funding for the specified contract period will be contingent upon satisfactory demonstration of the provider's progress in accomplishing objectives and activities, compliance with contractual requirements, and approval of funding by the County Board of Supervisors.

Eligibility

Proposers must be tax-exempt, public or incorporated private non-profit organizations (registered with the State of California) or agencies of a municipal government. Other government agencies, local educational agencies, institutions of higher education, and for-profit organizations, are not eligible to apply.

Interested Persons

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Proposers must provide a continuum of residential services, ODFC services, and ADFLC services.

Proposers must have demonstrated expertise and at least four (4) years of experience in providing ODFC and residential alcohol and drug treatment and recovery services for parolees.

Proposers must be certified to provide ODFC services by the ADP and have a valid current license from the ADP to provide residential services. Proposers must also comply with all applicable laws pertaining to sober living facilities.

Selected proposers must obtain the required certification and/or license from ADP by February 29, 2008, or the proposer will be ineligible to receive a County contract.

All proposers must maintain and conduct business from an office located within the geographical boundaries of Los Angeles County. Proposers must have office sites for ODFC that remain operational at least five (5) days a week during normal business hours. To allow for accessibility to treatment services for employed ODFC participants, it is strongly encouraged that weekend/evening hours be made available to ensure access to services. Residential treatment services must be operational seven (7) days a week, twenty-four (24) hours a day. ADFLC must also be operational seven (7) days a week, twenty-four (24) hours a day.

Proposers must ensure that all existing County contracts are in good standing and comply with applicable laws and specific contract requirements. Proposers must be able to begin providing services within thirty (30) days of the contract award.

Availability of RFPs

The RFP will be available to the public at ADPA headquarters, beginning Tuesday, May 13, 2008, between the hours of 8:30 a.m. to 5:00 p.m., Pacific Standard Time at:

Alcohol and Drug Program Administration
1000 South Fremont Avenue
Building A-9 East, Third Floor, South Wing Reception Area
Alhambra, California 91803

Prospective proposers are encouraged to obtain a copy of the RFP as early as possible at the above address. The RFP will be mailed upon written request to the address listed above, only in special circumstances, at the Director's sole discretion. Proposers may use the attached form to fax requests. As an alternative option, an electronic copy of this RFP will be available to proposers through the DPH ADPA Web Site: <http://lapublichealth.org/adpa>.

Proposer's Conference

The Proposer's Conference has been scheduled to answer any specific questions and/or clarify specifications in the RFP. All prospective proposers should attend the conference, as it will be the only opportunity to request clarification concerning the written specifications of the RFP.

Interested Persons
May 8, 2008
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The Proposer's Conference is scheduled for the following date, time, and location:

Date: Tuesday, May 20, 2008
Time: 10:00 a.m. to 12:00 p.m.
Location: Alcohol and Drug Program Administration
1000 South Fremont Avenue
Building A-7 Auditorium (lower level G)
Alhambra, California 91803

Parking is available at the facility for \$3.

Letter of Intent to Apply

Prospective proposers who plan to submit a response to the RFP are strongly encouraged to submit a *Letter of Intent to Apply*. The *Letter of Intent to Apply* should be received by ADPA by 4:30 p.m. on Friday, May 23, 2008.

Proposal Due Date

The deadline for submission of proposals is 3:00 p.m. on Tuesday, June 17, 2008.

PROPOSALS MUST BE SUBMITTED TO ADPA BY 3:00 P.M. ON TUESDAY, JUNE 17, 2008 TO BE ELIGIBLE FOR CONSIDERATION.

The County of Los Angeles reserves the right to terminate this informal solicitation of proposals at any time, for any reason. Questions regarding the RFP process should be directed to Mr. Timothy Dueñas at (626) 299-4506.

WKS:tmd
noi for psn

Attachment

FORM TO REQUEST COPY OF REQUEST FOR PROPOSALS (RFP)

FOR

PAROLEE SERVICES NETWORKS

Date: _____

TO: **Timothy Dueñas, Section Head
Alcohol and Drug Program Administration**

FAX: **(626) 458-6084**

FROM: _____

SUBJECT: **RFP FOR PAROLEE SERVICES NETWORKS**

This is to request a copy of the RFP for Parolee Services Networks. I understand that the RFP will be mailed by regular United States mail and that the Alcohol and Drug Program Administration cannot guarantee timely delivery. Please mail the RFP to:

PLEASE PRINT

AGENCY NAME: _____

ATTENTION: _____

ADDRESS: _____

TELEPHONE: ____ () _____